



Personnel

ACADEMIC INTEGRITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 42 Communications Squadron Website at: <http://www.maxwell.af.mil/42abw/42cs/>. If you lack access, contact the Publications Management office.

OPR: HQ AU/CFAC
(Dr Thomas R. Renckly)
Supersedes AUI 36-2309, 1 Jan 00

Certified by: HQ AU/CFAC
(Dr Dorothy D. Reed)
Pages: 4
Distribution: F

This instruction contains Air University policy and directives on academic integrity. Violations of the provisions in this instruction by military personnel may be prosecuted under the Uniform Code of Military Justice (UCMJ), Article 92. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. It applies to all Air University organizations and faculty, whether they are permanently assigned or serve in a TDY or other temporary capacity.

SUMMARY OF REVISIONS

This revision amplifies the definition of cheating to include a current student's use of research papers, tests, or other materials obtained from previously enrolled students in a course of instruction for any purpose not supported or sanctioned by the school (paragraph 1.5.2). It also amplifies the definition of misrepresentation (paragraph 1.5.3). A star (é) indicates changes since previous edition.

1. Terms Explained.

- 1.1. Academic Integrity. Uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity.
- 1.2. Group Work. Assignments that permit, direct, or encourage individuals to work together in preparing verbal or written reports, as specified by the Air University organization.

1.3. Individual Work. Assignments, examinations, or research efforts, as specified by each Air University organization, in which the individuals are expected to do their own work without collaboration of others.

1.4. Intent. Intent is a state of mind. Ordinarily, intent cannot be proven by direct evidence unless the intent is implied by the act; for example, a student who takes a crib sheet into a class and uses it to cheat does not have to think specifically this it is wrong. Intent may be proven by circumstantial evidence that reasonably implies the existence of intent. Intent is an element of both cheating and plagiarism.

1.5. Lack of Academic Integrity. Includes (but is not limited to):

1.5.1. Plagiarism. The act of appropriating the literary composition of another, parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one's own mind. An example is copying verbatim without quotation marks with the intent to claim that material as one's own work is plagiarism, as is the intentional use, without credit, of a source's sentence structure and style with only minor word changes. Intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote when quoting directly and a footnote when paraphrasing. In the case of oral presentations, credit must be given for direct or paraphrasing of direct quotes.

é 1.5.2. Cheating. The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; using previously written research papers, briefings, or other types of student work normally assigned by the school, provided by former students of the course; knowingly permitting another student to copy one's writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

é 1.5.3. Misrepresentation. The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting. Students enrolled in a course who previously took the same course (or a variant of it; for example, a nonresident version of the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while disguising the fact that it is a resubmission, would be guilty of misrepresentation.

é 1.5.4. Unprofessional Relationships (Including Fraternization). Relationships are deemed unprofessional, whether pursued on or off duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Fraternization is an aggravated form of unprofessional relationship and is recognized as a violation of Article

134 of the UCMJ. AFI 36-2909, *Professional and Unprofessional Relationships*, provides specific guidance related to training and educational situations. For instance, paragraph 3.5 states that “personal relationships between...students and faculty or staff in training schools or PME settings are generally prohibited. The integrity and leadership of faculty and staff in all formal training and PME settings must not be compromised by personal relationships with trainees or students.”

1.6. Permanent Party. All personnel assigned to any Air University organization, including AFIT.

1.7. Students. The term students, as used in this instruction, includes United States (US), international military, and civilian personnel attending US Air Force schools, as well as AFIT civilian institution program students.

2. Responsibilities:

2.1. All students and permanent-party personnel must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, unprofessional relationships, or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity reflects discredit both on the Air Force and on the individual and is not condoned by Air University. All individuals who violate this instruction are subject to adverse administrative action including disenrollment from school, disciplinary action, and discharge from the service. Individuals subject to the Uniform Code of Military Justice may be prosecuted under the UCMJ. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

ε 2.2. Each Air University organization assures this policy is fully understood by students and permanent-party personnel. Air University organizations provide courtesy copies of any further implementing directives considered necessary by the commandant or commander of the organization to HQ AU/CFA.

ε 2.3. Each Air University school determines the kinds and quantity of study and reference materials students are permitted to use in accomplishing the academic assignments and various other requirements of the instructional program. Schools should carefully consider and clearly articulate local policies regarding what constitutes authorized and unauthorized student materials. Although this Air University policy relegates the determination of authorized and unauthorized materials to the schools, it does emphatically state that the use of unauthorized materials by students is a violation of academic integrity.

ε 2.4. AU resident program students whose violations are not discovered until after graduation are still subject to adverse action as set forth in paragraph 2.1. In addition to these actions, school commandants and commanders may also revoke a student's certificate or diploma or may recommend the Air University Commander revoke the student's degree. If revocation of a degree is deemed appropriate, school commandants and commanders must provide a recommendation with written justification to the Air University Commander, whose decision

will be final. If revocation of certificate or diploma is deemed appropriate or if the Air University Commander concurs with a recommendation to revoke a degree, school commandants and commanders must contact the Air University Registrar (AU/CFR) to complete and record revocation actions.

2.5. AFROTC cadets are held to the same academic integrity standards as other Air University students; however, they are not usually subject to punishment under the UCMJ. Initially, violations of academic integrity are handled under the rules and authority of the host academic institution. After institutional actions, the AFROTC unit commander reviews the specifics of the situation. If the unit commander determines that a violation of academic integrity standards took place, he or she takes appropriate action under AFROTC policy guidance, up to and including elimination of non-contract cadets, initiation of disenrollment investigations for contract cadets, and UCMJ action for cadets subject to the UCMJ.

2.6. Violations by Air University permanent-party personnel are reported to the individual's commander for appropriate disciplinary or administrative action.

2.7. Violations by students enrolled in AU nonresident and associate programs are reported by the school commandant or commander to the student's commander for appropriate action. Documentation supporting the accusation and a request for a copy of the disposition of the charge are forwarded with the report to the student's commander.

ROBERT E. KRIBEL, PhD
Chief Academic Officer